



**REQUEST FOR QUOTATION (RFQ) FOR APPOINTMENT OF A SERVICE PROVIDER TO UNDERTAKE THE GRAPHIC DESIGN/ LAYOUT OF THE EXHIBITION FOR THE NELSON MANDELA PRISON HOUSE.**

<b>Reference Number</b>	<b>IZIKO R&amp;E RFQ 2026/04/26</b>
<b>Description</b>	Iziko Nelson Mandela Prison House
<b>Address</b>	Iziko South African Museum, 25 Queen Victoria Street, Cape Town, 8001
<b>Attention</b>	Amy Sephton, Noleen Donson and Siphamandla Oupa
<b>RFQ Issued date</b>	<b>28 June 2026</b>
<b>Compulsory briefing session</b>	<b>Wed 03 June 2026 10h00</b> <a href="https://meet.google.com/nkj-skif-rjr">https://meet.google.com/nkj-skif-rjr</a>
<b>Closing date and Time</b>	8 June 2026 @ 11:00
<b>Method of delivery</b>	Quotes / Proposals, and accompanying documentation, <b>must be emailed</b> to <a href="mailto:scm@iziko.org.za">scm@iziko.org.za</a> and Noleen Donson (SCM) 021 481 3917 <a href="mailto:ndonson@iziko.org.za">ndonson@iziko.org.za</a>
<b>Technical enquiries</b>	Amy Sephton, <a href="mailto:asephton@iziko.org.za">asephton@iziko.org.za</a> ;
<b>Name of Company</b>	
<b>CSD Supplier Number (MA... Number)</b>	
<b>B-BBEE Status Level of Contribution</b>	
<b>Quote Price (Incl Vat)</b>	
<b>Signature</b>	

## SCOPE OF WORK & DELIVERABLES

### Introduction

Iziko Museums of South Africa is responsible for the development, design, fabrication, and installation of the exhibition for the Nelson Mandela Prison House Museum which is located near the Drakenstein Correctional Facility (previously the Victor Verster Prison).

Iziko Museums has appointed a designer to design the exhibition display infrastructure and to develop a design approach and guidelines for the display of the exhibition content.

Iziko Museums now wishes to appoint a service provider to undertake the graphic design and **layout** of the exhibition content in accordance with the already developed design approach and guidelines for the display of the exhibition content. **See Annexure C.**

### Quantity and Materials

The exhibition will be made up of:

- **Indoor Displays:**
  - Approximately 30 free-standing 12.76 mm glass display panels: 1900 (h) x 1100 (w) – see diagram at **Annexure A.**
- **Outdoor Displays**
  - 6 x 3mm Corten steel display panels: 1600 (h) x 700 (w) – see diagram at **Annexure B.**
  - 12 x 3mm Corten steel “Milestone” display panels: 780 (h) x 340 (w) – see diagram at **Annexure B.**
- **Object Labels**
  - 30 x 3mm Forex: 200 (h) x 200 (w)
- **Upscale/ retouch & scan images, documents, etc.**
  - 40 as needed

### Project Execution

Iziko Museums will provide:

- i. Approved **content** for each display panel including texts, photographs, images, etc.
- ii. A detailed **stylesheet**, including fonts, font sizes, colours, layout templates, etc., to guide the final design and layout of the content of the exhibition panels. To be shared at Mandatory Briefing.

The appointed layout artist / graphic designer / service provider will be responsible for the professional design execution and production of all exhibition materials, working strictly within the approved content and stylesheet.

The service provider is expected to:

- translate approved content into final exhibition layouts using the provided templates and design system;
- prepare complete design layouts for all panels and associated exhibition materials;
- undertake image preparation where required, including scanning, retouching, cleanup, and resolution optimisation for print production;
- attend site visits as required to assess spatial constraints, and implementation requirements;
- conduct printer visits and proofing sessions to review, adjust, and sign off on colour proofs, material samples, and production mock-ups;
- ensure all layouts adhere strictly to Iziko’s curatorial direction and approved design framework, with no deviation from approved content or style parameters without written approval;
- produce final design layouts and print proofs for approval at each required stage;
- prepare and deliver fully print-ready artwork files in the required production specifications

### Duration

The appointed service provider will be required to deliver print-ready design files within 3 weeks of appointment date. Overtime and additional designers must be factored into your cost schedule.

### Deliverables

TIME	DELIVERABLES
10 June:	Project Kick off
11 June – 22 June	Layout (Rolling 1 <sup>st</sup> draft design layouts for approval via email).
22 June:	Presentation of final design layouts/print proofs of all display panels for signoff
23-26	Minor adjustments (spelling, incorrect caption etc) and preparation of print-ready files/artwork
26- 27 June:	Handover of print-ready files/artwork
29-15 July:	Oversight of printing in Cape Town with Iziko Appointed Printers, as well as oversight of installation on site in Paarl

Supply of all Open Files and Print Files on external drive for possible future reprints, edits, updates, or modifications to the design. These can be in the file formats the designer works in but must also be accessible by Iziko Museums.

### Mandatory briefing

Prospective bidders will be required to attend a briefing to take place at Iziko Museums on 29 May 2026 at 10:00 online: <https://meet.google.com/nkj-skif-rjr>

### Intellectual Property

The intellectual property designs and interactive elements developed for the exhibition remain the sole property of Iziko Museums. All rights, including but not limited to copyrights, trademarks, and proprietary rights, are retained by Iziko Museums, ensuring their exclusive ownership and control over these assets. All assets must be delivered with Documentation handover, or directly after opening.

### Functionality scoring

Visual Portfolio, CV of Senior Lead, cover letter, and reference letters

**QUOTE SCORING AND ASSESSMENT: TABLE 1**

Applicants are required to submit a portfolio of completed work, as well as three contactable references, to demonstrate skills, experience and proficiency with regard to the criteria outlined in the table below.

A proposal that scores lower than the minimum overall percentage of 80% (80 out of 100) will be disqualified.

Functionality Evaluation	Scoring Criteria
<b>1. Company Experience</b>	
<p><b>Maximum Weight = 30</b></p> <p>Bidders must demonstrate a relevant track record and industry experience as an established layout artist, graphic designer, design studio, or creative agency; specifically producing high-quality design work for museums, art galleries, or print media publications, particularly magazines.</p> <p><b>Submission Requirement:</b></p> <p>Bidders must submit:</p> <ul style="list-style-type: none"> <li>• a detailed Company Profile with Portfolio;</li> <li>• Showing a minimum of ten (10) verifiable visual examples from previous projects.</li> </ul>	<p><b>Exceed Baseline Requirements:</b></p> <p>Bidder provides conclusive, visual evidence of more than projects relevant to gallery/ museum-grade exhibitions or print media publications. <b>30 Points</b></p> <p><b>Meets Baseline Requirements:</b></p> <p>Bidder provides conclusive, visual evidence of 10 projects relevant to gallery/ museum-grade exhibitions or print media publications. <b>20 Points</b></p> <p><b>Non-Responsive / Inadequate Capacity:</b></p> <p>Bidder fails to prove delivery of 10 projects relevant to gallery/ museum-grade exhibitions or print media publications. No portfolio submitted, or the submission is fundamentally non-compliant with the instructions provided. <b>0 Points</b></p>
<b>2. Reference Letters</b>	
<p><b>Maximum Weight = 30</b></p> <p>Provides a track record of successful relevant work through at least 4 references.</p> <p>Beneficial if the references demonstrate the ability to work as part of a team and provide information regarding the consistency in delivering projects on time and within budget.</p> <p><b>Mandatory Evidence Required:</b></p> <ul style="list-style-type: none"> <li>• a minimum of four (4) verifiable reference letters from previous clients.</li> </ul> <p>The reference letters must:</p> <ul style="list-style-type: none"> <li>• confirm the nature of the projects completed;</li> </ul>	<p><b>Exceeds Baseline Requirements:</b> Bidder provides more than four (4) verifiable reference letters demonstrating strong evidence of successful project delivery, including clear indication of teamwork, and consistent delivery on time and within budget across museum/gallery or print/media-related projects. <b>30 Points</b></p> <p><b>Meets Baseline Requirements:</b></p> <p>Bidder provides four (4) verifiable reference letters that confirm relevant experience in graphic design, layout design, exhibition graphics, publication design, magazine design,</p>

<ul style="list-style-type: none"> <li>clearly indicate the bidder’s experience in graphic design, layout design, exhibition graphics, publication design, magazine design, or related creative services;</li> <li>demonstrate experience working with museums, galleries, cultural institutions, or print publications;</li> <li>be dated, signed, and presented on the client’s official company letterhead.</li> </ul> <p>Letters of appointment are not acceptable and will not be evaluated.</p>	<p>or related services within museums, galleries, cultural institutions, or print publications.  <b>20 Points</b></p> <p><b>Non-Responsive / Inadequate Capacity:</b>  Bidder fails to submit four (4) verifiable reference letters, or submitted references do not clearly demonstrate relevant experience, are incomplete, undated, unsigned, not on official letterhead, or otherwise non-compliant.  <b>0 Points</b></p>
<b>3. Delivery assurance through leadership capacity</b>	
<p><b>Maximum Weight = 20</b></p> <p>Senior Editorial / Exhibition Layout Lead</p> <p>A minimum of one (1) senior team member must be allocated to the project with demonstrated experience in:</p> <ul style="list-style-type: none"> <li>overseeing magazine, publication, or museum exhibition layout processes;</li> <li>managing production timelines and workflow;</li> <li>coordinating and quality controlling content;</li> <li>ensuring factual, editorial, and design accuracy across complex multi-page outputs.</li> </ul> <p>The proposed senior resource must have acted in a lead or oversight capacity on comparable projects.</p> <p><b>Mandatory Evidence Required (CV)</b></p> <ul style="list-style-type: none"> <li>A detailed CV of the proposed senior team member must be submitted.</li> <li>The CV must clearly demonstrate: <ul style="list-style-type: none"> <li>senior-level experience in magazine, publication, or museum exhibition layout oversight;</li> <li>responsibility for managing production schedules and workflow coordination;</li> <li>experience in content coordination, editorial control, and quality assurance;</li> <li>leadership or oversight role in relevant projects;</li> <li>examples of comparable multi-page or complex layout-based outputs.</li> </ul> </li> </ul>	<p><b>Meets Baseline Requirements:</b>  Proposed senior team member demonstrates relevant senior-level experience in overseeing magazine, publication, or museum exhibition layout processes, including management of timelines, workflow coordination, content control, and ensuring editorial/design accuracy across complex outputs. Evidence of acting in a lead or oversight capacity on comparable projects is clearly demonstrated in the CV.  <b>20 Points</b></p> <p><b>Non-Responsive / Inadequate Capacity:</b>  No suitable senior team member allocated, or CV does not demonstrate required senior-level experience, oversight responsibility, or relevant project experience in layout, publication, or exhibition production.  <b>0 Points</b></p>
<b>4. Typography &amp; Layout Quality</b>	
<p><b>Maximum Weight = 20</b></p> <p>Bidders must demonstrate through portfolio evidence a strong applied understanding of professional typography and layout standards appropriate to museum, gallery, or print/publication environments.</p>	<p><b>Exceeds Requirements:</b> Portfolio demonstrates consistently high-level typographic control across multiple projects, including clear hierarchy, consistent grid systems, and advanced attention to readability and detail. Evidence includes appropriate kerning and tracking, controlled leading for</p>

Assessment is based on visible, measurable execution of typographic and layout control across submitted visual examples.

**Mandatory Evidence Required**

- Visual Portfolio of completed work
- Showing a minimum of ten (10) verifiable visual examples from previous projects.
- Examples must clearly show publication, exhibition, or editorial layout outputs (e.g. magazines, catalogues, exhibition panels, interpretive systems).

**This criterion is assessing:**

- Grid discipline (structure consistency, breaking only intentionally to draw the eye)
- Typographic hierarchy (information clarity)
- Typographic spacing control for readability (kerning, tracking, leading, font choices)
- Attention to detail (absence of layout errors like widows/orphans)
- Production readiness (print/exhibition standard output)
- Consistency across multiple projects (not one “nice” example)

legibility, balanced white space, absence of widows/orphans, consistent alignment, and disciplined use of type hierarchy across multi-page or multi-panel layouts. Execution is consistently professional across all submitted examples.

**20 Points**

**Meets Requirements:** Portfolio demonstrates competent typographic and layout control across most projects. Clear hierarchy and readable layouts are evident. Minor inconsistencies may exist (e.g. occasional spacing issues, minor widows/orphans, or inconsistent alignment), but overall execution remains appropriate for museum/gallery or publication standards.

**15 Points**

**Below Requirements:** Portfolio shows limited or inconsistent understanding of typography and layout principles. Frequent issues are evident such as poor hierarchy, inconsistent spacing, weak grid use, or readability problems affecting clarity of communication

**5 Points**

**Non-Responsive / Inadequate Capacity:** Portfolio not submitted, or submitted work does not demonstrate professional typographic or layout capability suitable for publication, museum, or exhibition contexts.

**0 Points**

**Functionality Scores Total =100**

**PROCUREMENT FRAMEWORK**

**1. VALIDITY PERIOD OF QUOTATION**

Quotations must be valid for a minimum period of sixty (60) days calculated from the closing date of the request to quote.

**2. COMPLIANCE DOCUMENTS**

Service Providers must submit all documents as outlined in the Table below.

1	Central Supplier Database Report – with supplier number and company details ( <a href="http://www.csd.gov.za">www.csd.gov.za</a> ) and Tax Status Verification Pin together with tax registration number.
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2	Detailed pricing structure as per supplied template detailing full cost breakdown, total inclusive of VAT, any disbursement, and escalations, if applicable, etc. for the delivery of the proposed contract must be provided.
3	A Valid B-BBEE Certificate or Sworn Affidavit to determine the Service provider's status level.
4	Completed Request to quote, including completed SBD6.1 and SBD4 pages Page 1 signed and declaration signed.
5	A Visual Portfolio of work that will be used for your assessment in Table 1
6	A minimum of four (4) verifiable reference letters from previous clients, that will be used for your assessment in Table 1
7	detailed CV of the proposed senior team member, that will be used for your assessment in Table 1

**Note: Failure to supply any of the compliance documents stipulated may lead to the quote not being considered.**

### 3. EVALUATION CRITERIA

Iziko promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposals of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.

Iziko is committed to achieving Government’s transformation objectives in terms of the Preferential Procurement Policy Framework Act.

- Firstly, the bidder will have to comply with eligibility criteria as per Table 1
- Thereafter assessment of quality will be done in terms of the evaluation criteria (Table 1) and the minimum threshold of **80** points. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation.
- Proposals will be evaluated on the 80/20 preference points scoring system: that is, 80% of the points awarded will be based on price, as indicated in the table below; and 20% of the points awarded will be based on specific goals, allocated as indicated in the table below:

**Table 2 PREFERENTIAL POINTS**

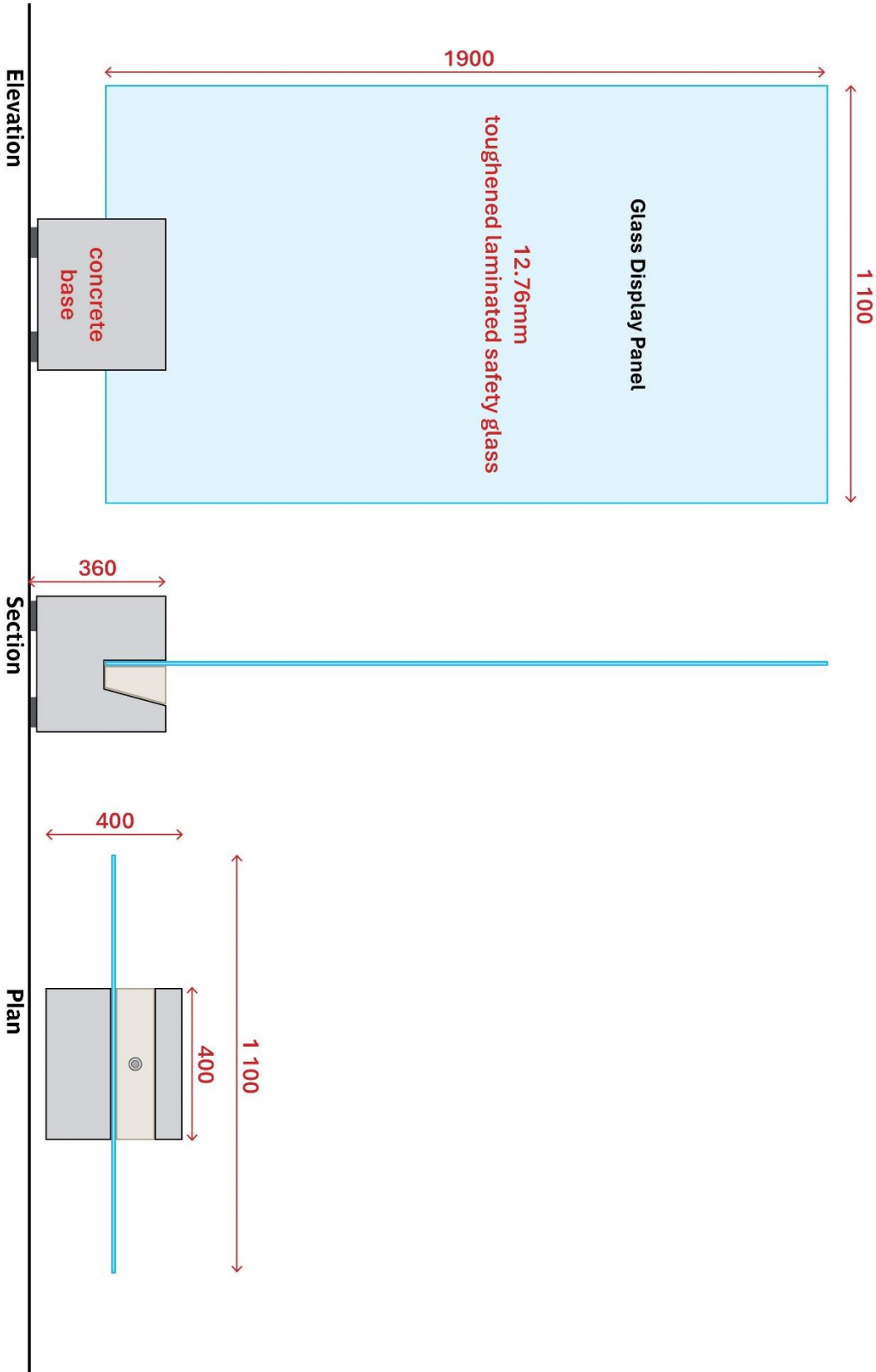
	<b>Specific goals allocated points</b>	<b>Price</b>
Total maximum points	<b>20</b>	<b>80</b>

**QUOTE FORMAT:**

Layout of quotation as per the table provided below:

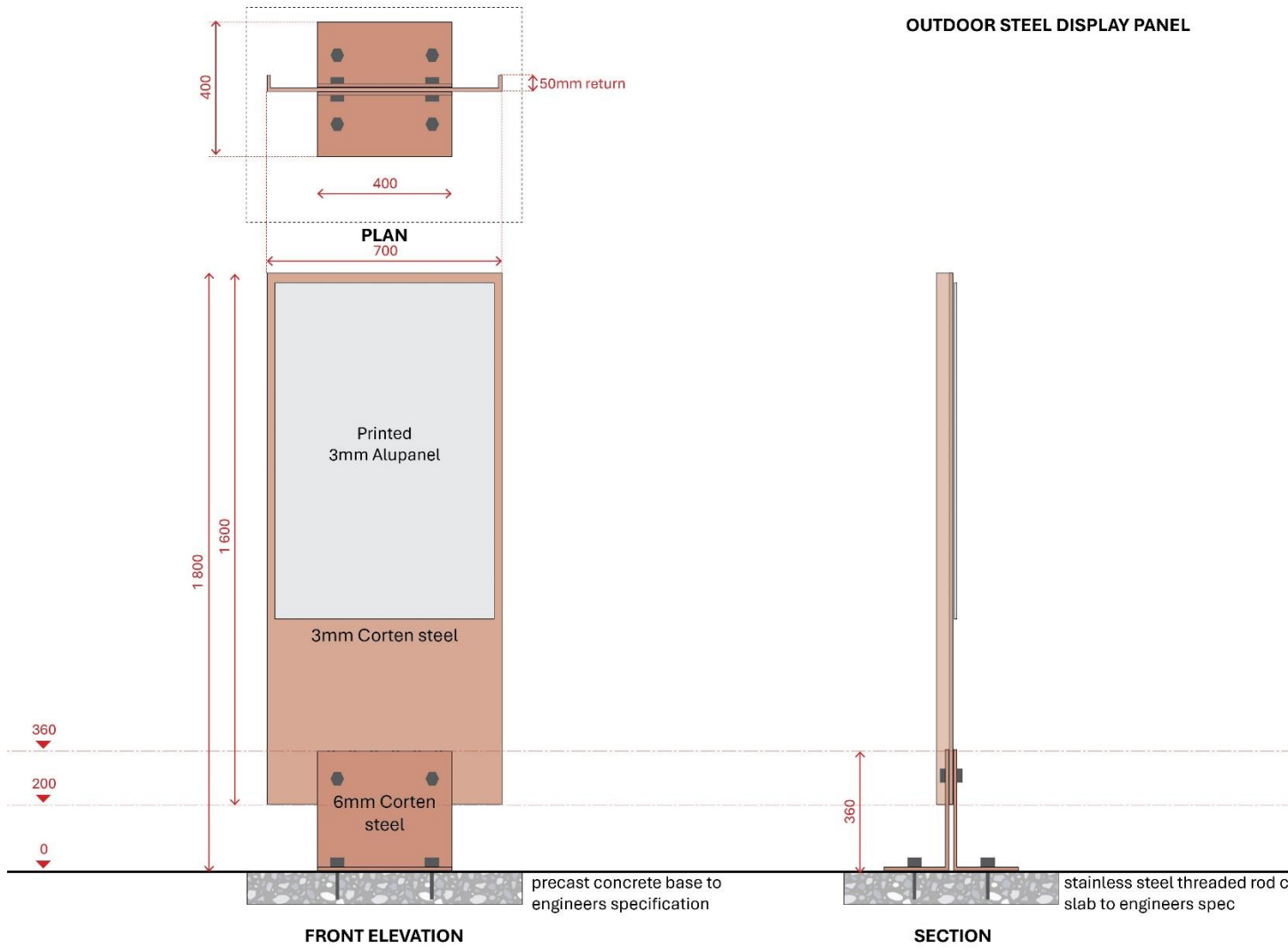
TIME	ITEM	QTY	UNIT	UNIT COST	COST
Phase 1	Prepare 1 <sup>st</sup> draft design layouts	30	indoor panels		
	Full size colour print sample of 1 indoor panel	1	print proof		
	Prepare 1 <sup>st</sup> draft design layouts	6	outdoor panels		
	Object Labels	30	Labels		
	Full size colour print sample of 1 outdoor panel	1	print proof		
	Prepare 1 <sup>st</sup> draft design layouts	12	milestones		
	Full size colour print sample of 1 milestone panel	1	print proof		
	Meetings / Presentations to client	8	hours		
Phase 2	Prepare (2 <sup>nd</sup> draft) developed design layouts	30	indoor panels		
	Prepare (2 <sup>nd</sup> draft) developed design layouts	6	outdoor panels		
	Object Labels	30	Labels		
	Prepare (2 <sup>nd</sup> draft) developed design layouts	12	milestones		
	Upscale/ retouch & scan images, documents, etc.	40	Images		
	A3 full colour print proofs of all display panels	47	print proofs		
	Meetings / Presentations to client	8	hours		
Phase 3	Final design layouts/print proofs	30	indoor panels		
	Final design layouts/print proofs	6	outdoor panels		
	Object Labels	30	Labels		
	Final design layouts/print proofs	12	milestones		
	A3 full colour print proofs of all display panels	47	print proofs		
	Meetings / Presentations to client	8	hours		
Phase 4	Prep & handover of print-ready files/artwork	30	indoor panels		
	Prep & handover of print-ready files/artwork	6	outdoor panels		
	Prep & handover of print-ready files/artwork	12	milestones		
	Monitor printing & print quality	4	hours		
	External drive (minimum 2 terabytes) handover	1	drive		
	Oversight of printing in Cape Town with Iziko Appointed Printers, as well as oversight of installation on site in Paarl, travel expenses included.	5	days		
<b>SUB-TOTAL</b>					
VAT					
<b>TOTAL</b>					

ANNEXURE A: FREE STANDING GLASS DISPLAY PANELS

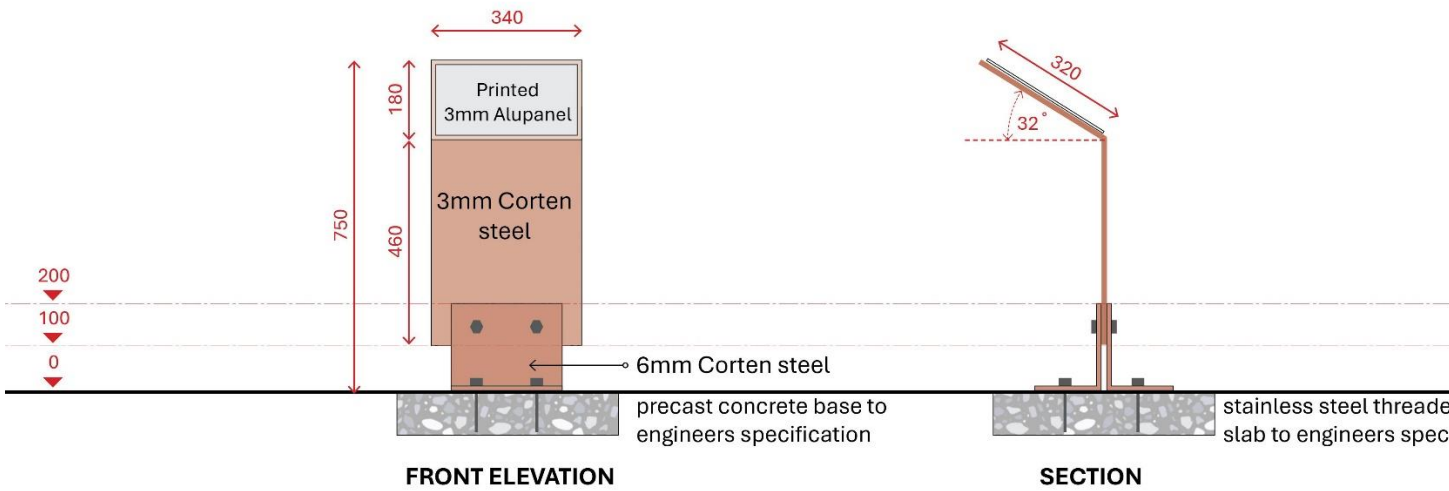
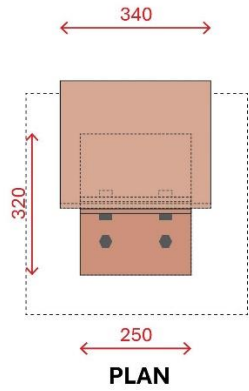


# ANNEXURE B: OUTDOOR DISPLAY PANELS

## OUTDOOR STEEL DISPLAY PANEL

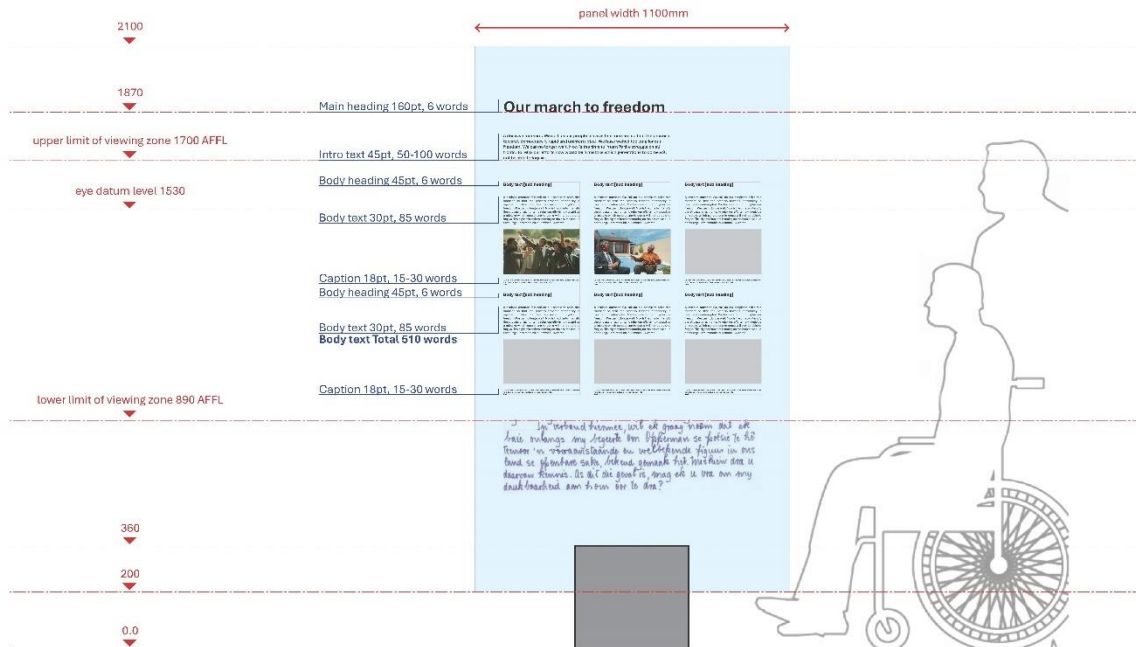


**OUTDOOR EVENT/DATE MILESTONE DISPLAY PANEL**

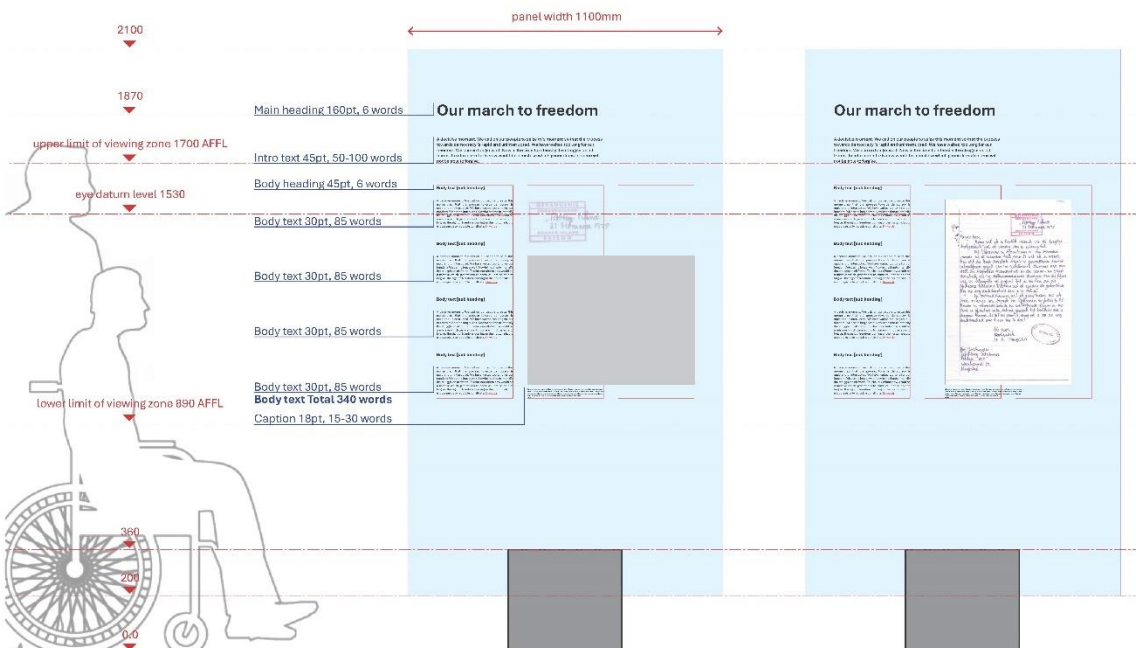


# ANNEXURE C: DRAFT LAYOUT GUIDE

GLASS PANEL WITH GRAPHIC PLACEMENT  
 scale 1:10  
 Configuration option 2



GLASS PANEL WITH GRAPHIC PLACEMENT  
 scale 1:10  
 Configuration option 3 & 4



## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NOX**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NOX**

2.2.1 If so, furnish particulars:

.....  
 .....

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NOX**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, the undersigned, (name)...YASH WADHWANI..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

Position

Name of bidder

**SBD 6.1**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

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**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

**1.2 To be completed by the organ of state**

The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80

<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 - \frac{P_t - P}{P} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P}{P} \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration
- $P_t$  = Price of tender under consideration
- $P_{min}$  = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 + \frac{P_t - P}{P} \right) \quad \text{or} \quad P_s = 90 \left( 1 + \frac{P_t - P}{P_{max}} \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Evidence	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Persons, or categories of persons, historically disadvantaged- (HDI) by unfair discrimination on the basis of	<ul style="list-style-type: none"> <li>• Proof of B-BBEE certificate;</li> <li>• Company Registration Certification</li> <li>• Identification Documentation.</li> <li>• CSD report</li> </ul>		
<p><b>Race are black persons (ownership)*</b> 50% or more black ownership = 20 points</p> <p>Less than 50% black ownership = 10 points</p> <p>0% black ownership = 0 points</p>			20

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation

- Public Company
  - Personal Liability Company
  - (Pty) Limited
  - Non-Profit Company
  - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	...
	.....